

PLANNING

DESCRIPTION

The Planning Department is responsible for guiding and regulating Chesterfield County's long and short-term development. Important initiatives include the oversight of the county's comprehensive planning process and both efficiently and effectively guiding construction for the benefit of present and future generations.

The foundation of the Planning Department's efforts is The Plan for Chesterfield, the county's comprehensive plan. This document serves as a guide for growth and contains recommendations for the county's future development. Planning staff works with citizens through a proactive, positive, and inclusive process for every plan amendment.

The Plan for Chesterfield focuses on five important themes that work to preserve a high quality of life today and in the future. These themes, grounded in several of the county's strategic plan goals, call for encouraging orderly growth and quality economic development, shaping aesthetic character, preserving important resources, and sustaining neighborhoods.

Planning staff implements the plan's recommendations and the development requirements outlined in state law in numerous ways. These include: reviewing and making recommendations to the Board of Supervisors, Planning Commission and Board of Zoning Appeals on zoning related requests; reviewing site plans, subdivisions, building permits, and certificates of occupancy; conducting a zoning and property maintenance program; coordinating and implementing the county's Neighborhood Strategy; and providing general planning assistance to the public.

The collection and management of planning-related information is also a key function of the Planning Department. The department is responsible for the analysis of major demographic, economic, and land use trends in Chesterfield, as well as producing semi-annual reports on demographic, residential, and non-residential growth. The department maintains critical information (in paper and computerized formats) on pending and approved development cases and is responsible for entering and maintaining important land use and zoning information in the county's geographic information system.

FINANCIAL ACTIVITY

	FY2002 Actual	FY2003 Adopted	FY2004 Biennial Planned	FY2004 Adopted	Change FY2003 to FY2004	FY2005 Projected	FY2006 Projected	FY2007 Projected
Personnel	\$2,692,849	\$2,725,200	\$2,725,200	\$2,953,600	8.4%	\$2,921,600	\$2,907,600	\$2,907,600
Operating	310,611	330,400	330,400	406,600	23.1%	419,200	419,200	419,200
Capital	<u>47,153</u>	<u>7,400</u>	<u>7,400</u>	<u>17,200</u>	132.4%	<u>4,600</u>	<u>4,600</u>	<u>4,600</u>
Total	\$3,050,613	\$3,063,000	\$3,063,000	\$3,377,400	10.3%	\$3,345,400	\$3,331,400	\$3,331,400
Revenue	<u>804,134</u>	<u>823,400</u>	<u>872,700</u>	<u>1,043,300</u>	26.7%	<u>1,043,300</u>	<u>1,043,300</u>	<u>1,043,300</u>
Net Cost	\$2,246,479	\$2,239,600	\$2,190,300	\$2,334,100	4.2%	\$2,302,100	\$2,288,100	\$2,288,100
FT Pos.	49	50	50	51	1	51	51	51

BUDGET ANALYSIS AND EVALUATION

Growth management continues to be a priority issue for Chesterfield County, and the Planning

Department has been at the forefront of providing information to the Board of Supervisors in this area.

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While population growth in the county slowed considerably in the 1980s and 90's, a steady increase in population coupled with increased public participation in the development process has led to ever-increasing workloads for the Planning Department.

In an effort to keep abreast of the changing demographics within Chesterfield County, each year the Planning Commission recommends and the Board of Supervisors approves projects to add to the department's work program that update specific areas of the comprehensive plan and allow for public input into the decision making process. For FY2004, the Board of Supervisors approved the following major comprehensive plan update projects for the department's work program, listed in priority order: the Upper Swift Creek Plan, the Chester Village Plan, and the Northern Area Plan. The FY2004 budget reflects an increase of \$46,000 to complete these plans in a timely manner. The Board also approved adding an evaluation of the residential sections of the county zoning ordinance as the department's fourth work program priority.

In addition to performing special projects, the department is responsible for the review of development plans for commercial sites, subdivisions, rezoning requests, variance requests, and conditional use requests. The development review section of the department handles most of the workload associated with these requests. Costs for these reviews have dramatically increased as the complexity of the cases has grown and the level of public participation has increased. The fees for these services have not reflected this growth in workload.

In FY2001, the department collected \$574,000 in fees to cover \$1,305,800 (44%) of development review costs. As a result, the County Administrator proposed a three-year plan to increase planning fees with the goal of covering 80 percent of the cost of development review activities by FY2005. The first phase of this cost recovery plan for residential development reviews was implemented in FY2003. The second phase of residential development review fee increases is incorporated into the department's FY2004 budget. The fee increase, in conjunction

with increases in variance and special exception revenue is projected to generate an additional \$69,100 in revenue in FY2004. The development review revenues, inclusive of the fee increases, is projected to cover approximately 66 percent of the Planning Department's development review costs.

The FY2004 budget for the Planning Department also includes new funding for a construction inspector position. This position would be responsible for enforcing special proffered conditions relating to the construction of single family homes. This position would be funded by revenues from the implementation of a \$25 per dwelling unit fee assessed at the time of application for a building permit. For more information about Planning's fees, please see the revenue analysis section of this document.

The FY2004 budget was also adopted with a \$25,000 increase in revenues for variance and special exception fees. With adoption of the budget, the Board directed the Planning Commission to hold a public hearing and recommend fee changes for certain fees and set a public hearing to consider changes to fees.

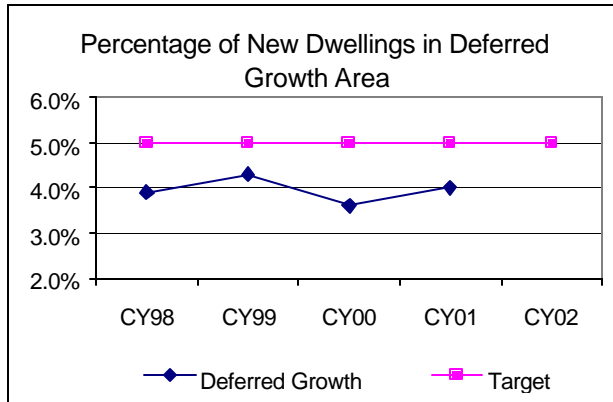
The largest portion of the balance of the increase in revenues for the department, approximately \$83,000, is due to the projected increases in the volume of development review applications processed.

Operating expenses increased in the FY2004 budget due largely to the rental of office space for the advance-planning branch of the department and one-time costs associated with the new construction inspector position. The need for rental space will be eliminated with the opening of the community development building scheduled for FY2006. Increases in capital costs are due primarily to the vehicle purchase for the construction inspector. In addition to the increases for comprehensive plan updates, personnel costs in the department increased slightly due to increases in health care costs, the balance of merit increases, and continuance of costs associated with the western Route 360 corridor planning process.

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HOW ARE WE DOING?

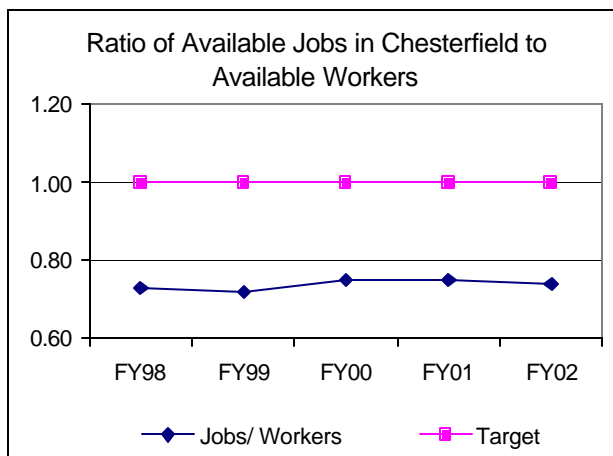
Goal: Reasonable growth management. Supports countywide strategic goal numbers 1, 2, 3, and 7
Objective: Effectively manage residential growth into in-fill and planned growth areas and away from the deferred growth area
Measure: Percent of new dwellings built in the deferred growth area



Initiatives

- Comprehensive Plan
- Southern & Western Area Plan
- Zoning & subdivision ordinances
- Planning Commission case recommendations
- Board of Supervisors' actions
- Growth Phasing Analysis

Goal: Plan for economic development. Supports countywide strategic goal numbers 1, 2, 3, and 7
Objective: Increase available county jobs to available workers ratio of 1.0
Measure: Ratio of available jobs in the county to the number of workers



Initiatives

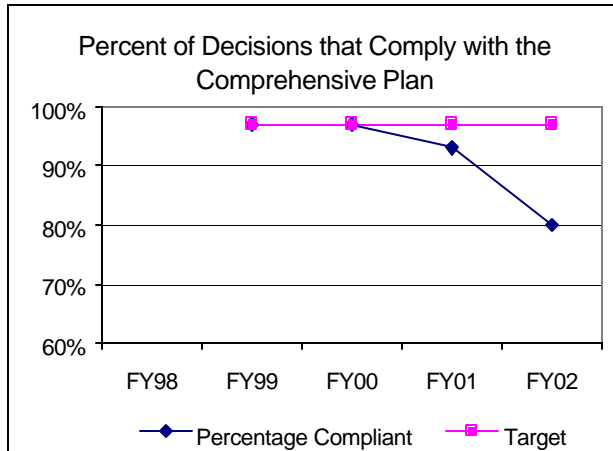
- Comprehensive Plan
- Planning Commission case recommendation
- Board of Supervisors' action

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Goal: Reasonable Growth Management. Supports countywide strategic goal numbers 1, 2, 6, and 7

Objective: Foster an orderly and generally predictable pattern of development

Measure: Percent of rezoning and conditional use decisions that comply with the comprehensive plan.



Initiatives

- Comprehensive plan
- Planning Commission case recommendations
- Board of Supervisors' actions

WHERE ARE WE GOING?

Automation continues to be a critical issue for the Planning Department. As the department makes significant strides in the use of technology, its lack of available resources must be addressed. The Chesterfield Development Information System (CDIS) will provide the department with a critical tool for performing its functions in the most efficient manner. The implementation of Planning's portion of the system, scheduled to begin in the summer of 2003, will be a tremendous undertaking and may require the reallocation of resources at that time.

Increased focus will be placed on older areas of the county over the next few years as the department studies its unique needs, works to organize business and residential leaders as advocates for their communities, and develops joint public/private strategies to protect the quality of life in the county's older communities. Proactive code enforcement will

be an important component of community revitalization.

The department will be under increasing pressure to respond to development proposals and effectively manage growth. The county's development standards will continue to grow more varied as different communities and style standards are developed according to unique needs. The department will continue to be under pressure from the development community to shorten review times and from private citizens who seek adequate time during those review processes to understand the impacts of development proposals near their community.